

Graduate Studies Council Meeting Minutes

Tuesday, April 24, 2018 at 12:30 p.m.

In attendance: Drs. Mickey Blackwell, Paige Carney, Robert Wallace, Richard Ford, Michael Pennington, Frank Vaughan, Robin Broughton, Naveed Zaman, Katherine Harper, Gerald Hankins

- Agenda for meeting of April 24, 2018 – Moved to approve by Dr. Harper, seconded by Dr. Vaughan
- Minutes for meeting of March 27, 2018 – Moved to approve by Dr. Harper, seconded by Dr. Broughton

Old Business:

- The Sports Studies program has been approved; still needs Financial Aid approval through Joann Ross; set to begin in August 2018 – 20 interested candidates
- Computer Science program needs HLC approval (April 26); update status in a couple months; set to begin Fall 2019
- Two new courses approved for MPA program; one taught in Spring 2018 semester, one taught in Summer 2018 semester. These electives will be offered every two years. The GSC discussed expanding elective offerings in all graduate programs.
- Discussion of the standard for teaching load/release time/compensation for (1) Graduate Program Coordinators (2) Online Program Coordinators (3) Assessment Coordinators. Needs to be clearly defined on GSC membership list (include in Graduate Handbook)
- Form for adding graduate courses to Banner is adapted from an EPC form (include form and procedure in Graduate Handbook). GSC serves as EPC regarding approval of graduate courses.

New Business:

- Discussion of Graduate Studies Handbook – separate from Faculty Handbook. Recommendation made to make a proposal to the Provost to pay individuals to develop Graduate Studies Handbook. **Motion: The GSC moves to request approval from the Provost to assign and compensate a small committee to compose a Graduate Handbook clearly defining the mission, vision, policies, procedures, objectives, rules, constitution and structure of Graduate Studies.**
 - Moved to approve by Dr. Harper, seconded by Dr. Broughton
- GSC Constitution (see minutes) has been approved and is ready to include in Graduate Handbook.
- **Motion: The GSC moves to request approval from the Provost to assign and compensate a small committee to upgrade the West Virginia State University website, including a separate Graduate website, and to make changes as necessary.**
 - Moved to approve by Dr. Broughton, seconded by Dr. Pennington

- **Goals for 2018-2019:**
 - Compose Graduate Handbook
 - Create and maintain/update Graduate website (include GSC minutes)
 - Define leadership roles within graduate studies (compensation, release time, etc.)
 - Create Graduate Office (handle all graduate admissions, etc.)
 - Differentiate between Graduate Office and International Studies Office
 - Develop innovative strategies for each graduate program

Meeting Adjourned at 1:40 pm

Next Meeting: Opening Week of Fall 2018 semester – Wednesday, August 8 at 2:00 (622 Wallace Hall)